



**DATE:** June 3, 2014  
**SUBJECT:** JOB VACANCY ANNOUNCEMENT – FSN/2014/14  
**TO:** All Qualified Candidates  
**JOB TITLE:** FINANCIAL ANALYST - FMO  
**WORK HOURS:** Full time position – 40 hours/week  
**GRADE:** FSN-11/with the possibility of hiring the employee at a trainee level

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**Note:** Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID.

#### **A. BASIC FUNCTION OF POSITION**

The Financial Analysts (FAs) serve as the financial management experts for the Mission's Strategic and Special Objective Teams (SOTs) in Senegal and the region. The Financial Analysts serve as the Controller's representative regarding SOT activities. As members of SO teams, they are empowered to conduct financial management functions in accordance with the Office of Financial Management's Delegation of Authority in order to achieve the objectives of the SOTs including support of local capacity development of local organizations. The FAs maintain close working relations with the Chief Accountant, Deputy Controller and Controller with whom they address all policy issues.

#### **B. MAJOR DUTIES AND RESPONSIBILITIES**

##### **1. Activity implementation/Monitoring/Financial Analysis (20%)**

Performs financial analyses in close collaboration with the SOT and makes recommendations on utilization of activity funds and managing pipelines. Prepares and/or reviews financial sections of Modified Acquisition and Assistance Document (MAARD), contracts, grants, cooperative agreements, and other activity documents.

Reviews and approves advance requests, monitors advance liquidations. Reviews technical assistance vouchers and makes appropriate recommendations to the voucher section of OFM. Performs funds control and funds availability functions. Verifies accuracy of financial accounting data and appropriateness of documentation presented to support accounting entries. Verifies documents provided to support of fulfill conditions precedent to obligation and disbursement. Participates in Mission's quarterly Pipeline, Obligation, and Procurement (POP) review sessions as well as the semi-annual SOT performance reviews by providing relevant financial information and responding to inquiries on funds disposition.



## **2. Financial reviews/Field Trips (20%)**

Assesses prospective recipients' administrative and institutional abilities to implement programs/activities. Determines appropriateness and effectiveness of prospective recipients' operation procedures and cash management practices. Provides an opinion on the confidence to be placed on the recipients' internal control and offers advice to recipients on weaknesses and possible solutions to identified problems. Reviews the financial sections of work plans and provides input to expenditure plans and budgets. Performs site visits to monitor the financial and accounting performance of recipients and assures that implementation plans and procedures are being applied and that appropriate corrective measures are taken in a timely manner. Prepares field trip reports to detail findings and recommendations. Follows-up on implementation of recommendations.

## **3. Technical Guidance on FM Procedures and Accounting controls (15%)**

Provides technical guidance on FM procedures, accounting control requirements and local accounts financing to the SOTs and partners (host country officials, recipients, partners). Leads the SOT's review of the financial management capacity of implementing agencies, and financial sections of work plans. Incorporates the premises of USAID forward in daily work schedule. Highlights opportunities for Local Capacity Development (LCD) with partners. Makes recommendation on how best to incorporate LCD activities with partners.

## **4. 1311 Reviews, Close Outs and Accruals (15%)**

Performs a detailed review of the 1311 review prepared by the SOTs on a quarterly basis (or more often if necessary) in order to validate obligation, earmark and commitment balances. Ensures that SOTs have provided detailed supporting documentation for the Controller's 1311 certification. Presents completed package to the Chief Accountant and Controller for approval and filing. Performs a detailed review of the accrual estimates prepared quarterly by the SOTs. Ensures that the SOTs have provided detailed documents to support its accruals. Identifies and recommends adjusting entries to the accounts to bring the activity/program pipelines to accurate levels.

Assists SOTs in performing financial close-out of agreements; prepares appropriate accounting documents such as journal vouchers to adjust accounting data as necessary.

## **5. Audit Management Program (10%)**

Implements and maintains the Audit Management Program for the SOTs and coordinates with the Audit Management Officer (AMO). Identifies and controls the SOTs annual audit inventory. Facilitates and tracks SOT related audits. Coordinates the audit contracting process for the SOT to include reviewing audit scopes of work. Serves as SOT audit liaison for ongoing audits.

Monitors reporting and clears SOT related audit and recommendations by solving financial and related problems and preparing supporting documentation for auditors.



## **6. Strategy Development/Activity Design & Management Control Program (10%)**

Advises in the development of the strategic objective and results framework by preparing and/or reviewing financial sections of activity and agreement budgets. Advises the SOTs to develop the independent government cost estimate (IGCE) for activities.

Assists the SOTs to conduct their annual Internal Control Assessment in accordance with the Financial Manager's Fiscal Integrity Act by 1) advising the SOTs on the control environment and how to assess risk; 2) performing testing of controls if deemed necessary; and 3) developing or improving control systems in order to address identified weaknesses.

## **7. Teamwork, Leadership and Mentoring (10% )**

Guides the OFM sector team in providing excellent customer service. Mentor's team members, focusing on training Financial Analyst Assistant (FAA). Works closely with the Supervisor of Payments to distribute workload to FAA. Trains FAA such that the FAA can perform most of the FA function in the future when the FA is out of the office.

## **C. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

1. **Education**: A university degree (Bachelor of Sciences/Arts) is required. A Master Degree in Accounting/Finance/Management is highly desirable.

2. **Prior Work Experience**: A minimum of six years of progressively responsible financial experience in financial analysis, budgeting, auditing, and/or accounting is required. USAID financial experience is highly desired.

3. **Language Proficiency**: Level IV in English and French is required.

4. **Knowledge**: USAID budgeting, auditing and financial reporting; general fund accounting and financial management precepts are required.

5. **Skills and Abilities**: Proficiency in the use of word processing and spreadsheet software. Ability to prepare and present analyses and recommendations clearly in both written and oral formats (in French and English). Ability to work well in a team. Ability to mentor and teach younger colleagues.

## **D. POSITION ELEMENTS**

1. **Supervision Received**: Reports directly to the Controller and collaborates closely with the Chief Accountant on all operational and policy issues. Performs day-to-day operations and policy research independently.

2. **Available Guidelines**: Incumbent is expected to stay current on USG and specific USAID policies and procedures and to interpret and apply general accounting principles to programs and projects. S/he is provided electronic access to the most updated information



3. **Exercise of Judgment:** A high level of independent judgment is required. The FA represents the Controller regularly in Mission-wide for a, activity site visits, and meetings with partners
4. **Authority to Make Commitments.** : As controller representative at the SO level, may commit the Controller to approve courses of actions during activity meetings or in discussions with partners, grantees, contractors and clients. No authority to make financial commitments
5. **Supervision Exercised:** Position is non-supervisory, though may be requested to provide guidance to Accountants and Voucher Examiners
6. **Post Entry Training:** On-the-job training is provided on the USAID accounting system, financial management operating and control procedures. Attendance at USAID-sponsored workshops and training sessions on accounting, financial analysis, auditing and procurement management is encouraged, pending funds availability
7. **Nature, Level and Purposes of Contacts:** Direct contact with mid to high level officials of the GOS, partners, clients, activity managers, senior financial officials, CPA firm partners, Chiefs of Parties under USAID contracts. Discussions concerning financial management issues, audit recommendations and activity implementation are held
8. **Time Required to Perform Full Range of Duties:** One year after entry into the position

**HOW TO APPLY:** Interested applicants with existing Senegalese Work Permits or who possess Senegalese Work Permits **MUST** submit a complete application package which includes:

- A cover letter,
- An OF-612 form (form can be found on this web site: <http://senegal.usaid.gov> under “doing business with USAID - Job Opportunities – Application form”) and
- A detailed resume plus 3 References.
- Hard copies of relevant degrees.

All the above mentioned documents are **REQUIRED** and must be prepared in English and should be addressed to:

Human Resources Management. Specialist  
Routes des Almadies  
B.P. 49 - Dakar, Senegal  
Email address: [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov)

**Deadline to receive applications: June 21, 2014**






**EQUAL EMPLOYMENT OPPORTUNITY:** *The US Mission in Senegal provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Senegal also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*

Cleared by:

James Redder, Controller :  Date: 6/3/14

Samuel Carter, Supervisory REXO:  Date: JUN 03 2014